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**NAVY PUBLIC WORKS CENTER
NORFOLK, VIRGINIA
UTILITIES DEPARTMENT**

STANDARD OPERATING PROCEDURE / JOB HAZARD ANALYSIS

TITLE

FABRICATE JACKBOXES AND ENCLOSURE

PROCEDURE NUMBER

WC 624 HVE 012

DISTR:

601A

610

620

WC 624

SIGNED: _____
(DATE)

APPROVED: _____
(DATE)

SAFETY PROFESSIONAL: _____
(DATE)

MANAGEMENT OFFICIAL: _____
(DATE)

DATE: _____

REVISION DATE: _____

FABRICATE JACKBOXES AND ENCLOSURE

Purpose:

Procedure to fabricate pier telephone jack boxes and enclosure to house them.

Potential Energy Sources:

1. 120 volt AC power to electric tools.
2. Hydraulic pressure.

Tools and PPE:

Tools: Electric power drill, knockout set, screwdriver, pliers, crescent wrench, box end wrench, knife, scissors, and telephone terminal wrench. PPE: Work gloves, safety shoes, and safety glasses.

References:

1. PWC Occupational Safety and Health Program Manual, PWCNORVAINST 5100.33E
2. Occupational Safety and Health Standards for General Industry (29 CFR PART 1910): Subpart I, Personnel Protective Equipment; Subpart R, Telecommunications; Subpart S, Electrical

Procedures:

1. Personnel will wear work gloves and safety shoes, and safety glasses..
2. Prepare jackboxes and enclosure. While using electric drill and hydraulic knockout wear safety glasses.
3. Mount jackboxes in enclosure.
4. Install wires and make necessary connections.
5. Secure jackbox covers and caps.